ComplyRelax's	s Updates
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Abridged board report for OPC and Small Company.

Dear Users, we have added the feature of creating abridged board report for OPC and small companies.

Please follow these steps to access this feature:

Dashboard ⇔ Client ⇔ Compliance Manager ⇔ Annual Filing ⇔ Board Report

	=				Switch Client 👻	🕞 Exit Company	
📕 Masters 🧹	Home /B	oard Report				\frown	
Grant Meetings Corporate Actions	Board Report Details						Add Board Report
🗮 Compliance Tracker	#	Financial Year	No of AGM	Date of Notice	Date of AGM	Action	
. Associated Company	1	2020-21	1	02 Nov 2021	30 Nov 2021	0 /	
Annual Filing							
E-forms							

Once you click on prepare board report button, you will be redirected to following window:

a Meetings	Home /Board Report details /Prepare Board Report Particulars of Board report G Back						
Corporate Actions		- /-					
E Compliance Tracker	1/5 2/5 3/5 4/5 5/5						
. Associated Company	Financial Year	Select Financial Year 🗸	Amount In	Select Amount Type 🗸			
🖹 Annual Filing	Type of Board Report OAbridg	ed Board Report O Full Board Report					
E-forms	PARTICULARS OF AGM *		κ				
🗹 Reports	Date of AGM Notice	Date of AGM notice	Date of AGM	Date of AGM			
🗐 DMS		Date of AGM notice		Date of AGM			
Do's & Dont's	Day of AGM	Day of AGM	Time of AGM	6:30 PM			
	Number of AGM	6th	Paid up Capital	Paid up Share Capital			
	WEBSITE INFORMATION						
	Does the Company have any website	e? 🖲 Yes 🔿 No	Website Link	Website Name Vate Windows			
	Weblink where annual return is pla	aced	Web Link Go to Action Center to activate Windows.				

You can select abridged report or full report as shown in the image.

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After filling the necessary information you can submit and your record will be saved.

For download or view of your documents click on the Financial Year as shown in the image. List of documents will be displayed on your screen.

You can use the view or download button to view or download the documents.

	≡				Switch Client 👻	Exit Company	
. Masters <							
🚍 Meetings	Home /Board Report					+ Prepare Board Report	
Corporate Actions Board Report Details							
Compliance Tracker	#	Financial Year	No of AGM	Date of Notice	Date of AGM	Action	
Associated Company	1	2020-21	1	02 Nov 2021	30 Nov 2021	ů /	
- Associated company	BOARD R	Download					
🖹 Annual Filing	TOP TEN EMPLOYEES DETAILS View					Download	
E-forms	LIST OF SHAREHOLDERS				View	Download	
	LIST OF E	DIRECTORS			View	Download	
☑ Reports	AOC 1			Select Annexure 🗸	View	Download	
ams 🗐 dms	AOC 2			Select Annexure	View	Download	
•				Select Annexult			
! Do's & Dont's	MGT 9 Select Annexur			View	Download		

You can also edit the document using the edit button.

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